



**STATUS OF THE MAINTENANCE PROGRAM**

In early 2003, the Property Services branch restructured how repair calls are responded to. A repair number was established. This number provides customer services during normal business hours and is monitored on weekends and holidays. Inspectors (R/W Agents) review the major, non-emergency complaints to ascertain the problem. The proper contractor is contacted and given the assignment. The agent also gets a cost estimate at the time of the assignment. This process has assisted staff in budgeting the money better while providing better, quicker service. During the 2003/04 FY, staff processed 4556 work orders. At the end of June 2004, \$1,896,996 was either spent or obligated. This is in line with our projected spending plan.

**CONTACTS:**

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**Rental Information** . . . . . (213) 897-0986

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*Tenant Issues & Property Maintenance*

**Mary Scott** . . . . . (213) 897-4606  
*Rental Program, SB 86 Sales & Historic Properties*

**Linda Wilford** . . . . . (213) 897-1885  
*Regional Property Services Manager*



**RIGHT OF WAY PROPERTY SERVICES**





## **RENTAL PROGRAM**

The Department initiated an aggressive rental program in December of 2002. A rental web site was established to advertise rental properties in phases, and four phases have been completed. The rental web site address is: [www.dot.ca.gov/dist07/rental\\_properties](http://www.dot.ca.gov/dist07/rental_properties).

The web site is currently advertising Phase 7. Since the start of this rental program, staff has sent out hundreds of applications and they have rented 49 properties at market rent. In fact, the web site has been so successful, that a lottery process was used on four (4) properties to determine which qualified applicant would become our tenant.

### ***Property Units***

584 Total Residential & Non-Residential Units

- 550 Residential
- 15 Commercial
- 7 Industrial
- 2 Sign Site
- 11 Special Purpose

### ***Residential Units***

- 550 Total Units
- 405 Rented
- 33 Vacant
- 112 Not-rentable

### ***Historic Residential Properties***

- 94 Total Historic Properties
- 41 Rehabilitated
- 54 Not rehabilitated – (includes 8 Excess Historic Properties)

### ***Occupied & Vacant Properties***

#### *Los Angeles:*

- 234 Occupied Units
- 10 Vacant Rentable Units

#### *Pasadena:*

- 95 Occupied Units
- 11 Vacant Rentable Units

#### *South Pasadena:*

- 76 Occupied Units
- 12 Vacant Rentable Units

### ***Commerical Properties***

- 15 Total Units
- 8 Rented
- 7 Not-rentable

### ***Industrial Properties***

- 7 Total Units
- 3 Rented
- 4 Not Rentable



## **STATUS OF DECLARED EXCESS**

Twelve (12) Properties were marketed to Housing Entities via our web site. The web site address was: [www.dot.ca.gov/dist07/sale\\_properties](http://www.dot.ca.gov/dist07/sale_properties).

The Department received 130 proposals from 39 parties. The Department anticipates that successful Housing Entities will be notified by September 30, 2004.

## **REHABILITATION OF HISTORIC HOUSE**

On December 15, 2003, the Department entered into an agreement with the Department of General Services for the rehabilitation of the historic house located at 231 Wigmore Drive in the City of Pasadena. The project began on January 15,



2004. In an effort to reduce the adverse visual impact as well as traffic along Wigmore Drive, a perimeter fence with privacy screening was installed and the contractor has agreed to use the alley at the rear of the property, for construction materials and activities. This project was completed ahead of schedule and on-budget.